

YSGOL GYNRADD HYWEL DDA PRIMARY



Breakfast Club Policy

As a Rights Respecting School, we promote the values and principles of the UNCRC.

This policy promotes and enables children to access:

Article 24: Your right to good food and water

Article 6: The right to be healthy

Breakfast Club operates on principles established by the Welsh Government.

Aims:

- To ensure that children have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day and are therefore more likely to achieve their educational potential.
- To provide a happy, welcoming place at the start of the school day where children are valued.
- To help children be healthy.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

The Welsh Government in the document 'Free Breakfast in Primary Schools' states:

"Breakfast should normally be delivered as a short period before the start of the school day, (e.g. 30 minutes), to achieve the primary purpose of providing sufficient time to enable those children who attend, to choose their breakfast, eat it without rushing and start normal school activities."

Opening Times:

Monday to Friday 8.20am – 8.55am. Term time only.

There will be no admittance after 8.40 am. At 8.55am children will be supervised by Breakfast Club staff and taken to the usual school assembly points (or classroom) prior to the start of the school day.

INSET Days:

Breakfast Club will not run on staff training days.

Admissions:

The club is fully inclusive for children from nursery to year 6. Parents of children that have an additional / specific need should ensure they inform the staff of their child's requirements. This does not include dietary preferences unless their child has a recognised medical condition that prevents them from eating certain food groups.

Booking Arrangements

- A registration form is required for each child attending the club.
- Breakfast Club staff will keep a record of attendance on a daily basis. This 'signing in' process is essential in case of the need for an emergency evacuation from the club.

Location of Breakfast Club

The sessions will be held in the main hall of the school.

Behaviour

The School Policy for Behaviour and School Rules will be followed to ensure consistency and safety for the children in the club.

Staffing

Breakfast Club Co-ordinator

Miss Carter

Staff have DBS checks

Staff to arrive on site at 7.45am.

Breakfast Club Routine

- Children should enter Breakfast Club via the rear door to the hall.
- Children will be registered.
- Children will have breakfast.
- Tableware will be cleared and washed by a member of staff.
- Children will have the opportunity to participate in a choice of activities.
- Children to use the toilets situated in the KS2 corridor.
- Children will help tidy up equipment at the end of club.
- Breakfast Club staff will supervise the children until the start of the school day

Complaints Procedure

All complaints must be submitted in writing, by a parent/guardian, regarding Breakfast Club, and will follow the school complaints procedure.

Cancellation

The Club will not run on school INSET days.

Breakfast Club may be cancelled due to the school being closed because of adverse weather conditions or problems with the building. (E.g. No heating or water supplies)

In the event of a closure:

The Headteacher or Deputy Headteacher will contact the Breakfast Club Coordinator who will contact further members of staff.

Information will be available on our school website

School closures are reported on the local radio station and website.

Breakfast Menu

Hywel Dda Primary School is a Healthy School and the selection of food available for the children at Breakfast Club will be compliant with the Healthy Eating Regulations. The aim of the Regulations is to achieve a whole-school approach to healthy eating; to encourage healthy attitudes to food and drink, and to develop good eating habits at an early age.

Food Categories	Suggested Items
Milk based drinks	Semi-skimmed or skimmed milk
Cereals – not coated or flavoured with sugar, chocolate or cocoa powder	Whole-wheat cereals Cornflakes Rice based cereals Shredded wholegrain wheat cereals (To avoid using sugar, children should be encouraged to use fresh fruit as sweeteners)
Fruit	A selection of chopped fresh fruit
Breads and toppings	Wholemeal bread Polyunsaturated margarine (low fat) Preserves

This is a sample menu based upon WG guidelines.

Wastage will be monitored and ordering of food will be adjusted accordingly. Drinking water will be available to children during the session.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club will offer structured adult-led activities as well as free choice.

Activities may include:

- Art using various mediums.
- Crafts using a variety of textiles and materials.
- Construction and Lego.
- Board games
- Outdoor games

Emergencies

As part of the Registration form parents and guardians are asked to complete emergency contact information to enable Breakfast Club staff to contact them in case of emergency. The forms will be kept up to date by the Club Co-ordinator, and kept in a safe, secure place.

Fire Procedures

In the event of a fire, children, staff and any visitors will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school playground in a quiet line, facing away from the building

The register for the day will be called and all names will be checked. The Co-ordinator will also check that all staff are safe.

Safety and School Policies

Health and Safety

Breakfast Club is run by the school and existing Health and Safety Policies will be followed. A risk assessment has been carried and will be reviewed periodically.

Equal Opportunities

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all.

Equality Act 2010

In Hywel Dda Primary School we believe that everyone is entitled to equality of opportunity, including those with protected characteristics as mentioned in the 2010 Equality Act. Staff practice an equal opportunities philosophy, which is reflected in the ethos of the school as well as in the formal and informal curriculum. In all subjects we strive to avoid direct discrimination, indirect discrimination and discrimination arising from disability. We make reasonable adjustments for disabled pupils.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in Breakfast Club will be DBS checked. These records are held in the school office.

Breakfast Club staff will follow existing school policies and procedures for child protection.

Where ICT equipment is used, they must follow the schools ICT policy and procedures.

Children are not allowed to use devices, e.g. mobile telephones in breakfast to record other children.

Policies and Procedures

Breakfast Club will follow the school's own policies and procedures, which relate to the club.

Accidents

Accidents will be treated by a trained first aider, and accidents will be recorded in the accident book.

Breakfast Club will follow the school's first aid policy.

Medication

Supervisors will be made aware of pupil's medical needs. They will follow the school policy on the administration of medicines.

Risk Assessment

A Health & Safety risk assessment has been undertaken by the school and this is available upon request.

Policy Review

This policy will be reviewed and evaluated by the Schools Senior Management Team and will be updated accordingly and ratified by the school governors.

Further Information & Guidance

This can be obtained from the Welsh Government document:

145/2014 "Free breakfast in primary schools" – www.cymru.gov.uk

Cardiff LA also employs a free breakfast club coordinator, (Judith Gregory), who can be contacted via County Hall